

City Hall  
80 Broad Street  
April 25, 2017  
4:30 p.m.

**COMMITTEE ON WAYS AND MEANS**

1. Invocation – Councilmember Wilson
2. Approval of Minutes:
  - a.) April 11, 2017
3. Bids and Purchases
4. Office of Cultural Affairs: Approval to submit a grant application to South Arts in the amount of \$2,500 for the 2017 MOJA Arts Festival Literary Corner. A City match in the amount of \$2,500 is required. The match will come from corporate sponsorships.
5. Parks: Approve the deposit of funds awarded to Keep Charleston Beautiful via Keep America Beautiful's Cigarette Litter Prevention Program Grant in the amount of \$5,000. Program funds will be used for cigarette litter education efforts and receptacle installations at private Charleston marinas. No City match is required.
6. Parks-Capital Projects: Approval of Louis Waring Jr. West Ashley Senior Center Change Order #2 to the Construction Contract with Howell & Howell in the amount of \$78,276.47 for selective mucking and installation of filter fabric in the south parking area (\$72,349.82) and installation of fabric filter in the overflow parking area (\$5,926.65). This approval will result in a budget transfer of \$78,276.47 to the Howell & Howell Construction Contract from the Project Contingency. The total project budget remains unchanged. The total contract time will increase by 5 days. The approval of Change Order #2 will result in a \$78,276.47 increase to the Howell & Howell Construction Contract from \$7,670,009.62 to \$7,748,286.09. The funding sources for this project are: 2012 General Fund Reserves, 2014 GO Bond, 2013 General Fund Reserves, 2014 General Fund Reserves, and Capital Contributions from Roper St. Francis.
7. Parks-Capital Projects: Approval of Louis Waring Jr. West Ashley Senior Center Change Order #3 to the Construction Contract with Howell & Howell in the amount of \$140,307.94 for collecting and hauling automotive debris and other construction debris from the site. Roper St. Francis has agreed to reimburse the City in the amount of \$64,191.86 for half of the actual incurred cost by Howell & Howell for this work prior to labor, equipment usage, overhead and profit. This approval will result in a budget transfer of \$140,307.94 to the Howell & Howell Construction Contract from the Project Contingency. The total project budget will increase by \$64,191.86. The total contract time will increase by 7

days. The approval of Change Order #3 will result in a \$140,307.94 increase to the Howell & Howell Construction Contract from \$7,748,286.09 to \$7,888,594.03. The funding sources for this project are: 2012 General Fund Reserves, 2014 GO Bond, 2013 General Fund Reserves, 2014 General Fund Reserves, and Capital Contributions from Roper St. Francis.

8. Parks-Capital Projects: Approval of a CPD Headquarters HVAC Replacement Construction Contract with Carolina Chillers, Inc. in the amount of \$40,346 for the supervision, labor and materials required to remove the existing 8-ton Liebert unit and install a new 8-ton Liebert unit. The scope includes removal and replacement of the ceiling system, evacuation of the existing refrigerant, the new unit, piping, duct work modifications, power wiring, controls, disposal of the existing unit, startup and testing. The price is to include the coating of the new condenser coil for saltwater application. With the approval of the project budget, Staff is authorized to award and/or amend contracts less than \$40,000, to the extent contingency funds exist in the Council approved budget. Approval of this action will institute a \$46,400 project budget of which the \$40,346 Construction Contract will be funded. The funding source for this project is the Facilities Maintenance-General Maintenance line item in the 2017 General Operating Budget.
9. Public Service: Approve US 17 Spring/Fishburne US17 Drainage Improvement Project Baseline Monitoring and Surveying Amendment #2 for continued ground settlement monitoring at increased intervals due to unforeseen subsurface conditions encountered during shaft excavation and submittal of a final report. Contract total with Amendment #2 is \$68,553.71.
10. The Committee on Real Estate: (Meeting was held April 25, 2017 at 3:45 p.m. at City Hall, First Floor Conference Room, 80 Broad Street)
  - a. Approval of a rental in the amount of \$300.00 for the Piccolo Spoleto choral performance on Sunday, June 4, 2017 at 4:00 p.m. (273 Meeting Street; Trinity United Methodist Church)
  - b. Approval of a rental in the amount of \$300.00 for the Piccolo Spoleto Youth Music on Saturday, May 27, 2017 (273 Meeting Street; Trinity United Methodist Church)
  - c. Approval for use of the French Huguenot Church (136 Church Street) for Piccolo Spoleto L'Organo on May 30, 2017. The usage fee of \$250 will be paid directly by the American Guild of Organists
  - d. Approval for use of First Scots Presbyterian Church in the amount of \$200.00 for Piccolo Spoleto L'Organo on June 5, 2017 (53 Meeting Street)
  - e. Approval of use of SC Ports Authority Parking Lot-A in the amount of \$2,490 for

Piccolo Spoleto Sunset Serenade on May 26, 2017 (176 Concord Street)

- f. Authorize the Mayor to execute the Agreement of Purchase and Sale between the City of Charleston and Latrice R. Evans for the sale of 1825 Austin Avenue for \$158,400. This property is being sold subject to the HOME Investment Partnerships Program Resale Restrictive Covenants with an affordability period of 30 years. (1825 Austin Avenue; TMS: 464-01-00-132) [Ordinance]
- g. Request approval of a Memorandum of Agreement relating to a joint permit application, easements, other agreements and improvements necessary for the extension of Joseph P. Riley, Jr. Waterfront Park and the connection of the City's River Walk on LCP's property at 176 and 186 Concord Streets. The property is owned by Leucadia Coast Properties, LLC. (TMS: 459-00-00-276 and 459-00-00-091)
- h. Remedial action regarding restrictive covenants on property at St. Andrews Boulevard and Sycamore Avenue
- i. Resolution authorizing the acquisition of a parcel of land located on Sumar Street by way of eminent domain
- j. Discussion relative to 113 Calhoun Street and Mother Emanuel AME Church

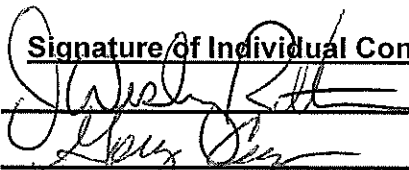
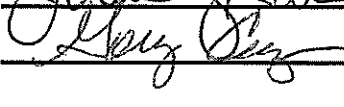
# COMMITTEE / COUNCIL AGENDA

3a.

TO: John J. Tecklenburg, Mayor  
FROM: Wes Ratterree DEPT. Information Technology  
SUBJECT: RMS SYSTEM ANNUAL MAINTENANCE AND SUPPORT RENEWAL  
REQUEST: APPROVAL OF RENEWAL OF POLICE DEPARTMENT'S DISPATCH RECORDS  
MANAGEMENT SYSTEM (RMS) ANNUAL MAINTENANCE AND SUPPORT WITH  
SUNGARD PUBLIC SECTOR. SOLE SOURCE VENDOR.

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☒ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: IT Account #: 235000-52206 *Kam*

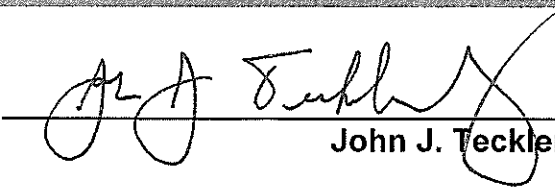
Balance in Account \$598,171.00 Amount needed for this item \$189,929.76

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☒

**NOTES:** Provides continued annual maintenance and support for the critical operations of the Police Department's Records Management System (Dispatch).

CFO's Signature:  Deputy CFO

**FISCAL IMPACT:**

Mayor's Signature:   
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.

## SOLE SOURCE JUSTIFICATION FORM

**DEPARTMENT:** Information Technology

**PRODUCT:** RMS Annual Software Maintenance and Support

**REQUISITION NUMBER:** PR172220

**VENDOR:** Sungard Public Sector (OSSI)

**DATE:** April 10, 2017

1. Please state the use for this/these product(s).

Required annual software maintenance and support for the Police Department's Records Management System (RMS) system in support of Dispatch operations.

2. Can the above product(s) be purchased from more than one distributor? If so, please list their company name and telephone number.

No. SunGard/OSSI is the developer of the software and the only source for the maintenance and support.

3. Please explain in detail why this product is considered a sole source. (i.e. accessories, replacement parts, disposable supplies, compatibility with existing equipment, or a change in this product would invalidate results of research). Please estimate completion date of research.

SunGard/OSSI is the developer of the software and the only source for the maintenance and support.

4. Have you evaluated comparable products within the last two years?

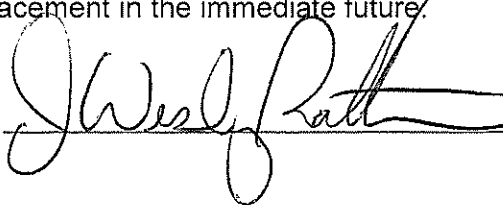
\_\_\_\_ YES or NO  X

If yes, please state the complete results of the evaluation.

If no, do you wish to evaluate this product? Explain why this item is the only acceptable product, on the market, for your utilization at this time.

This is a technology implementation that is a long term solution and not due for review/replacement in the immediate future.

SIGNATURE



TITLE

CIO

**SUNGARD® PUBLIC SECTOR**  
 1000 Business Center Drive  
 Lake Mary, FL 32746  
 800-727-8088  
 www.sungardps.com

# Invoice

<b>Company</b>	<b>Document No</b>	<b>Date</b>	<b>Page</b>
LG	130139	30/Nov/2016	1 of 5

235000-52206

Bill To: City of Charleston (OSSI)  
 Dept of Information Technology - C  
 2 George Street, Suite 2800  
 CHARLESTON, SC 29401  
 United States  
 Attn: Lindle Otto Beets, Jr.

Ship To: City of Charleston (OSSI)  
 Dept of Information Technology  
 2 George Street, Suite 2800  
 CHARLESTON, SC 29401  
 United States  
 Attn: Lin Beets 843-577-4788

<b>Customer Grp/No.</b>	<b>Customer Name</b>	<b>Customer PO Number</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
1 5818LG	City of Charleston (OSSI)		USD	NET30	30/Dec/2016

No	SKU Code/Description/Comments	Units	Rate	Extended
Contract No. 071358				
1	OSSI Client Base Records Management System Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	26,398.70	26,398.70
2	OSSI Basic Accident Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,756.47	1,756.47
3	OSSI Accident Wizard Base Server License Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,033.22	1,033.22
4	OSSI Agency Asset Management Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	309.97	309.97
5	OSSI Bike Registration Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	309.97	309.97
6	OSSI - On-Line (Network) Booking Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,756.47	1,756.47
7	OSSI RMS Map Display and Pin Mapping License Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	4,132.86	4,132.86
8	Gang Profile Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,549.83	1,549.83
9	OSSI Generic Permit Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	516.61	516.61
10	OSSI - Link Analysis Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	4,649.48	4,649.48
11	OSSI Notification Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	4,649.48	4,649.48
12	OSSI Ordinance Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	309.97	309.97
13	OSSI Property and Evidence Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,136.53	1,136.53
14	OSSI Bar Coding Server License Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,963.12	1,963.12

**Page Total** 50,472.68

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Company	Document No	Date	Page
LG	130139	30/Nov/2016	2 of 5

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1 5818LG	City of Charleston (OSSI)		USD	NET30	30/Dec/2016

No	SKU Code/Description/Comments	Units	Rate	Extended
15	OSSI Bar Coding Hand-Held Client License (Each) Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	329.49	329.49
16	OSSI - Problem Oriented Policing Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	516.61	516.61
17	OSSI Pawn Shop/Pawn Watch Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	2,583.04	2,583.04
18	OSSI - QuarterMaster Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,136.53	1,136.53
19	OSSI- Remote Lineup Application Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	929.90	929.90
20	OSSI Residential Security Watch Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	516.61	516.61
21	OSSI Training Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	723.26	723.26
22	OSSI Mugshot Capture Station Software Only Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,136.53	1,136.53
23	OSSI Client Mugshot Display Software License Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	6,199.30	6,199.30
24	OSSI - Crime Lab Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	3,099.65	3,099.65
25	OSSI Animal Control Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,549.83	1,549.83
26	OSSI Integrated CAD Messaging Software Switch Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	4,132.86	4,132.86
27	OSSI Base Mobile Server Software Client Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	5,682.69	5,682.69
28	OSSI MCT Client for Digital Dispatch Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	75.00	205.60	15,420.00
29	OSSI License of Incident/Offense Field Reporting Module Client	75.00	205.60	15,420.00
Page Total				59,376.30

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1 5818LG	City of Charleston (OSSI)		USD	NET30	30/Dec/2016

No	SKU Code/Description/Comments	Units	Rate	Extended
	Maintenance Start: 01/Jan/2017, End: 31/Dec/2017			
30	OSSI - MFR Client - Accident Reporting Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	75.00	103.32	7,749.00
31	OSSI Accident Wizard Workstation License Client Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	75.00	31.00	2,325.00
32	OSSI Mobile Arrest Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	75.00	61.99	4,649.25
33	OSSI Mobile Citation Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	75.00	103.32	7,749.00
34	OSSI - MFR Client - MOBLAN Version Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	34.00	103.32	3,512.88
35	OSSI Review Module for Field Reporting Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	4,649.48	4,649.48
36	OSSI Police to Citizen Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	2,583.04	2,583.04
37	OSSI RMS Custom Modification (Crimes Scene Data Mgmt) Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	0.00	0.00
38	OSSI RMS Custom Modification (Interface to SCIEEx Data Warehouse) Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	2,066.43	2,066.43
Contract No. 081587				
39	OSSI Base Mobile Server Software Client Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,653.15	1,653.15
40	OSSI MCT Client for Digital Dispatch Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	8.00	182.76	1,462.08
Contract No. 090117				
41	OSSI Warning Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	918.41	918.41
42	OSSI - MFR Client - Warning Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	75.00	36.74	2,755.50

Contract No. 101438

Page Total 42,073.22



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Customer Grp/No.	Customer Name	Customer PO Number	Currency	Terms	Due Date
1 5818LG	City of Charleston (OSSI)		USD	NET30	30/Dec/2016

No	SKU Code/Description/Comments	Units	Rate	Extended
43	OSSI Base Mobile Server Software Upgrade tp to 150 workstations Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,343.18	1,343.18
44	OSSI Review Module for Field Reporting up to 150 workstations Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	2,296.05	2,296.05
45	OSSI MCT Client for Digital Dispatch Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	17.00	182.73	3,106.41
46	ONESolution MFR Client Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	25.00	182.76	4,569.00
47	OSSI Mobile Arrest Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	25.00	55.11	1,377.75
48	OSSI Mobile Citation Module Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	25.00	91.85	2,296.25
49	OSSI - MFR Client - Racial Profiling Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	25.00	36.74	918.50
50	OSSI - MFR Client - Accident Reporting Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	25.00	91.85	2,296.25
51	OSSI Accident Wizard Workstation License Client Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	25.00	27.55	688.75
Contract No. 130282				
53	OSSI Additional RMS Workstation License Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	10.00	262.26	2,622.60
Contract No. 130555				
54	OSSI Bar Coding Hand-Held Client License (Each) Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	220.67	220.67
Contract No. 2012-5615				
52	MCT Mod - XML Import from TriTech CAD Maintenance Start: 01/Jan/2017, End: 31/Dec/2017	1.00	1,392.86	1,392.86
Contract No.				
55	Tax (Type - CM)	1.00	294.04	294.04

Page Total 23,422.31

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1 5818LG	City of Charleston (OSSI)		USD	NET30	30/Dec/2016

No	SKU Code/Description/Comments	Units	Rate	Extended
56	Tax (Type - MA)	1.00	14,585.25	14,585.25
			Page Total	14,585.25

WR  
4-10-17

Remittance: SunGard Public Sector  
Bank of America  
12709 Collection Center Drive  
Chicago, IL 60693

Inquiries: Accounts.ReceivableLG@SunGardPS.com

Subtotal	175,050.47
Sales Tax	14,879.29
Invoice Total	189,929.76
Payment Received	0.00
Balance Due	189,929.76

## COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor  
FROM: Jason Kronsberg DEPT. Parks / Capital Projects  
SUBJECT: INSTALLATION OF THE VIDEO MANAGEMENT AND ACCESS CONTROL SYSTEM OF TEAM 4 OFFICES  
REQUEST: Approval to acquire services to install the video management and access control system of Team 4 offices from NextGen Technologies, 131 Elliana Way, Ste. B, Summerville, SC 29483. Sole Source  
COMMITTEE OF COUNCIL: Ways & Means DATE: May 9, 2017

**COORDINATION:** This request has been coordinated with: *(attach all recommendations/reviews)*

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Parks / Capital Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>	<input type="checkbox"/>
Procurement Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>	<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 051430 Account #: 58240

Balance in Account \$47,070.00 Amount needed for this item \$47,070.00

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

CFO's Signature: *[Signature]*

**FISCAL IMPACT:**

Mayor's Signature: *[Signature]*

John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.**

## SOLE SOURCE JUSTIFICATION FORM

**DEPARTMENT:** Information Technology

**PRODUCT:** S2 Access Control and Video System

**REQUISITION NUMBER:** PR 171949

**VENDOR:** NextGen Technologies, Inc.

**DATE:** April 13, 2017

1. Please state the use for this/these product(s).

New access control security system to provide necessary security to the new Police Department's Team 4 office building.

2. Can the above product(s) be purchased from more than one distributor? If so, please list their company name and telephone number.

No. See below.

3. Please explain in detail why this product is considered a sole source. (i.e. accessories, replacement parts, disposable supplies, compatibility with existing equipment, or a change in this product would invalidate results of research). Please estimate completion date of research.

NextGen Technologies was previously selected by the City of Charleston via RFP to implement the new S2 Access Control and Video System for the entire newly built Gaillard Center (GC) and associated Municipal Operations Building (MOB). Through the GC implementation, the core, centralized access control system was installed (hardware and software) in the new IT Data Center with the intent to facilitate necessary and more cost effective future expansion to other City facilities as part of a larger plan to upgrade all City facility access control/security to a single platform. The requested access control system is part of this project expansion and must integrate into the existing S2 access control system and meet existing design requirements and standards. NextGen, as the original vendor who installed the core system and other concurrent expansion systems, is the vendor required to complete this installation to provide this centrally managed access control security system and ensure appropriate integration and operation. NextGen is also the vendor providing annual maintenance and support for the system.

4. Have you evaluated comparable products within the last two years?

\_\_\_\_ YES or NO X

If yes, please state the complete results of the evaluation.

If no, do you wish to evaluate this product? Explain why this item is the only acceptable product, on the market, for your utilization at this time.

Not applicable.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

# Capital Projects Purchase Request Form

Project Manager: Edmund Most

Date: March 31, 2017

Signature of PM

CP1525

Police Team 4 offices

Project:

(Number)

(Name)

Type of Purchase: ☐ PROFESSIONAL SERVICES

☒ CONSTRUCTION

☐ ADMINISTRATIVE

Company Name NextGen Technologies, Inc.

Description: Vendor to provide services to install the video management system and access control system of the team 4 office up fit.

Division/Object Account Code (From Project Budget) 051430-58240

Amount: \$ 47,070.00

☒ Lump Sum

☐ Not -- to -- Exceed

Required Date: ASAP (Identify any critical time constraints)

## Supporting Documentation/Attachments:

Professional Services: A/E's Cost & Technical Proposal

Construction; Contractor Quotes (as required) or Sole Source Justification

	Approved	Disapproved	Signature	Date
Director of Capital Projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>[Signature]</u>	<u>3/31/17</u>
Capital Projects Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>[Signature]</u>	<u>4/3/17</u>

Reference number to be placed on all invoices associated with this request: \_\_\_\_\_

A copy of this form is returned to the Project Manager with purchase reference number annotated above. The referenced number **must be included** on the invoice for payment to be processed.

## ADMIN USE ONLY:

Vendor # V005086

BP: \_\_\_\_\_

CA/PR: PR171949

# ***NextGen Technologies, Inc.***

Phone: (843) 871-8531

Fax: (843) 871-8630

## **Quote**

**Co:** City of Charleston

**From:** Chip Lee

**Fax:**

**Date:** February 7, 2017

**Attn:** Ivan Torres

**Pages:** 1

**Re:** Police Team 4 Upfit S2 quote

**CC:**

This is our proposal to provide and install the S2 video management system/ access control system at the Police Team 4 Upfit in West Ashley, SC for the City of Charleston

### **Video Surveillance- Provide and install the following:**

- 1ea. Network Video Recorder (16 Camera System w/ 4TB HDD space)
- 12ea. Individual IP camera licenses
- 12ea. 2MP IP Cameras with motorized lens
- 12ea. Wall mount bracket and pendant cap
- 1ea. 24port Cat6 Patch Panel
- 1ea. 1U horizontal wire management
- 12ea. Cat6 Patch Cables
- (Lot) Cat6 Wire
- 12ea. Core Drill Penetrations for exterior camera locations. Conduit/Fire Stopping

Equipment: \$14,170.00

Labor: \$7,630.00

TURNKEY LESS RACEWAY \$21,800.00 This price includes shipping, installation of wire and devices, and system programming.

**Access Control- Provide and install the following:**

- 1ea. Network Node (capable of 14ea. doors)
- 7ea. Access control blades
- 14ea. HID Proximity card readers
- 2ea. Multi-output power supplies with FA interface
- 8ea. Maglocks, Motion request to exit, illuminated push to exit button
- 6ea. Electrified Strikes
- 14ea. Door Contacts
- (Lot) Access Control Cable
- (Lot) Retro fit 8ea. Maglocks and components- Poured concrete and storm front doors

Equipment: \$16,425.50

Labor: \$8,844.50

TURNKEY LESS RACEWAY \$25,270.00 This price includes shipping, installation of wire and devices, and system programming.

Thank you for your time and consideration. If you have any questions, please give me a call.

Best regards,

CHIP LEE



3c.)

## COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor  
FROM: Chief Gregory Mullen DEPT. Police Department  
SUBJECT: PRINTERS AND ACCESSORIES FOR VEHICLES  
REQUEST: Approval to purchase printers and accessories to outfit CPD vehicles  
From CDW-Government, 75 Remittance Drive, Ste. 1515, Chicago, IL  
60675. National IPA Contract #130733

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Police Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Procurement Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 200000 Account #: 52740

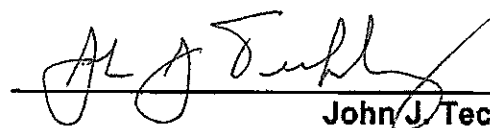
Balance in Account \$44,135.81 Amount needed for this item \$44,135.81

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

CFO's Signature:  Deputy CFO

**FISCAL IMPACT:**

Mayor's Signature:   
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.**



# QUOTE CONFIRMATION



DEAR DAVE GRUDZIEN,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HSXR449	3/6/2017	GAMBER AND BROTHER	1956925	\$44,135.81

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Gamber-Johnson Vehicle Docking Station - Dual RF - docking station</u> Mfg. Part#: 7160-0505-02 UNSPSC: 43211602 Contract: National IPA Technology Solutions (130733)	36	3194741	\$634.00	\$22,824.00
<u>LYND DC ADAPTER 11-16VDC F/B300</u> Mfg. Part#: GE1950-3421 Contract: National IPA Technology Solutions (130733)	36	2656444	\$92.31	\$3,323.16
<u>Brother PocketJet PJ-723 - printer - monochrome - direct thermal</u> Mfg. Part#: PJ723 UNSPSC: 43212108 Contract: National IPA Technology Solutions (130733)	36	3894578	\$305.67	\$11,004.12
<u>BROTHER CAN ADAPTER HARD WIRED 14FT</u> Mfg. Part#: LB3692 UNSPSC: 39121006 Contract: National IPA Technology Solutions (130733)	36	1912881	\$16.36	\$588.96
<u>HAVIS CHARGE GUARD SELECT</u> Mfg. Part#: LAW-CG.X UNSPSC: 26111703 Contract: National IPA Technology Solutions (130733)	36	1812014	\$60.68	\$2,184.48
<u>MAXRAD GPS QUAD BAND CONVERT ANT</u> Mfg. Part#: 3947D Contract: MARKET	10	2855975	\$48.97	\$489.70
<u>Brother USB cable - 10 ft</u> Mfg. Part#: LB3603 UNSPSC: 26121604 Contract: National IPA Technology Solutions (130733)	25	1907598	\$10.55	\$263.75

PURCHASER BILLING INFO		SUBTOTAL	\$40,678.17
<b>Billing Address:</b> CITY OF CHARLESTON ACCOUNTS PAYABLES PO BOX 853 CHARLESTON, SC 29402-0853 Phone: (843) 724-3716 <b>Payment Terms:</b> Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$3,457.64
		GRAND TOTAL	\$44,135.81

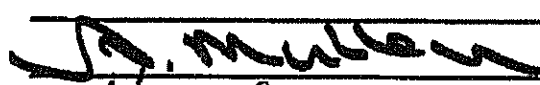
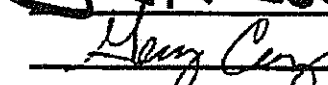
3d.)

## COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor  
FROM: Chief Gregory Mullen DEPT. Police Department  
SUBJECT: SIRENS AND ACCESSORIES FOR VEHICLES  
REQUEST: Approval to purchase sirens and accessories to outfit CPD vehicles  
From Campbell Brown, Inc., PO Box 26685, Charlotte, NC 28221  
SC Contract #4400012370

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Police Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Procurement Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>


**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 200000 Account #: 52023

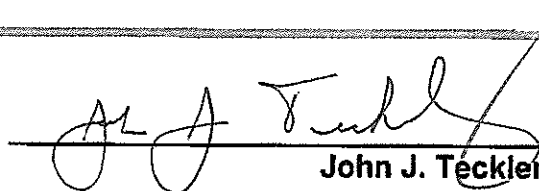
Balance in Account \$431,472 Amount needed for this item \$68,938.97

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

CFO's Signature: 

**FISCAL IMPACT:**

Mayor's Signature:   
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.

# Campbell-Brown, Inc.

**QUOTE**

3814 North Graham Street/28206  
REMIT TO: PO Box 26685  
Charlotte, NC 28221  
Phone (704) 377-2551  
NC WATS (800) 849-5050

1131 White Horse Road  
PO Box 8498 Sta. A  
Greenville, SC 29604  
Phone (864) 277-4372  
SC WATS (800) 849-2426

QUOTE ORG

Page 1

Quote Date	Expires	Authorization	Salesperson	Customer #	Terms
3/08/17		DAVID	DONNIE BROWN	208056	NET 30 DAYS
Quote #	P.O. Number	Quoted By	Ship Via	App/Ref	Shipped From
02/039926			FAC DIR		CHARLOTTE STORE

Sold To David Grudzien  
CITY OF CHARLESTON  
ATTN: ACCOUNTS PAYABLE  
PO BOX 304  
CHARLESTON, SC 29402  
843-724-7361

Ship To CITY OF CHARLESTON  
POLICE RADIO SHOP  
1950 MILFORD ST.  
NORTH CHARLESTON, SC 29405

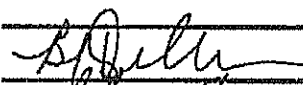
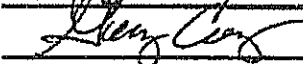
Quantity	Stock #	Description	Unit Price	UM	Extended Price
		SC CONTRACT 4400012370			
		2017 FORD SUV PURSUIT MARKED			
25	ETFBSSN-P	SOU ALTERNATING REAR FLASHER	37.7400	EA	943.50
25	ETSA481RSP	SOU Remotel00Watt Siren	464.6100	EA	11,615.25
50	EGHST3W-12	SOU GHOST SINGLE WHITE	86.7000	EA	4,335.00
25	ETSS100N	SOU-100 WATT SPEAKER-QUOTE 3015	130.5000	EA	3,262.50
25	ETSS100BKFD-FR	SOU-100H SPEAKER BRKT	18.3600	EA	459.00
25	ENFLBS1248-CUSTOM	SOU nFORCE LED BAR 48" CUSTOM	1296.0500	EA	32,401.25
		QE006286			
		*****			
		*****			
		2017 DODGE CHARGER PURSUIT MARKED			
5	ETSA481RSP	SOU Remotel00Watt Siren	464.6100	EA	2,323.05
10	EGHST3W-12	SOU GHOST SINGLE WHITE	86.7000	EA	867.00
5	ETSS100N	SOU-100 WATT SPEAKER-QUOTE 3015	130.5000	EA	652.50
5	ETSS100CBKDC15	SOU-100D SPEAKER BRKT 2015 CHARGER	39.7800	EA	198.90
5	ENFLBS1248-CUSTOM	SOU nFORCE LED BAR 48" CUSTOM	1296.0500	EA	6,480.25
		QE006286			
SubTotal					63,538.20
Freight					
Sales Tax					5,400.75
Quote Total					68,938.95
ALL WARRANTIES ARE LIMITED TO THE WARRANTY GIVEN BY THE MANUFACTURER, AND IN NO EVENT DOES CAMPBELL-BROWN, INC. WARRANT ANY PRODUCT IT SELLS BEYOND THE STATED WARRANTY OF THE PRODUCT MANUFACTURER. ALL QUOTES ARE VALID FOR 60 DAYS FROM THE DATE ISSUED.					

## COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor  
FROM: Ben Dellucci DEPT. Fleet Management  
SUBJECT: HEIL PT 1000-20 YD. REAR LOADER  
REQUEST: Approval to purchase two (2) Heil PT 1000 - 20yd. Rear Loaders from Carolina Environmental System, 2701 White Horse Road, Greenville, SC 29611. NJPA Contract #11201-THC

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: *(attach all recommendations/reviews)*

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Fleet Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Procurement Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 062017 Account #: 58010

Balance in Account \$ 507,390 Amount needed for this item \$507,390.00

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

CFO's Signature: 

**FISCAL IMPACT:** \* Using 2017 Lease Purchase Funds


Mayor's Signature:   
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.**



Ship To: \_\_\_\_\_

[illegible]

  
Requestor/B. Dellucci  
Title/ Fleet Manager

Authorized Approval



***Carolina Environmental Systems, Inc.***  
**306 Pineview Drive / Kernersville, NC 27284**  
**2701 White Horse Road / Greenville , SC 29611**  
**500 Lee Industrial Blvd / Austell , Georgia 30168**  
**(800) 239-7796**

---

March 30, 2017

Mr. Ben Dellucci  
Fleet Manager  
2150 Milford Street  
Charleston , South Carolina 29406

**Reference : Rear Loader Quote – NJPA Compliant**

Dear Mr. Dellucci ,

We are pleased to quote to you the following **HEIL PT 1000-20 YD Rear Loader** per the standard factory specifications and to include the following options :

1. Factory Mounting
2. Hot Shift PTO and Speed Control
3. Direct Mount Pump
4. Peterson Smart Lights
5. Hopper Worklight Kit
6. Front Oval Strobes
7. Side Door Interlock Kit
8. Side Access Door w/ Ladder
9. Strobe Light @ Tailgate
10. 20 # Fire Kit w/ Holder
11. Bash Bar @ Tailgate
12. 12 Month Body Warranty
13. Five Year Cylinder Warranty ( Labor and Return freight @ 12 month )
14. Barker Rotary Cart Lifts / Model BPH 1516
15. Dual Buzzer Kit @ Tailgate
16. Hendrickson Pusher Axle and 2 / 255-70R Dayton Tires
17. CES Camera System and 7" Monitor ( 3 Cameras)
18. Freight to Charleston,SC

**A. Two (2) Heil per above w/ 2017 Crane Carrier Cab and Chassis @  
\$ 245,000.00 each : \$ 490,000.00**

Please know that the price submitted is in total compliance with the National Joint Power Alliance ( NJPA ) – Heil Environmental contract # 112014-THC.

**The above price is based on an order being submitted no later than March 1 , 2017. If ordered after that date the new NJPA and Crane Carrier pricing for 2017 will be as follows :**

**B. Two (2) Heil PT 1000-20 Yd w/ 2017 Carane Carrier Cab and Chassis @  
\$ 253,395.00 each : \$ 506,790.00**

The truck specifications are from General Diesel in North Charleston , South Carolina that were previously submitted.

The pricing submitted does not include the \$300.00 South Carolina state sales tax per vehicle . This tax will be paid by the City of Charleston when licensing the trucks .

Delivery on the complete trucks will be approximately **180-200 Days** after the receipt of a confirming order .

In addition , our standard terms of **Full Net on Delivery / Invoice** will apply.

We thank you for this opportunity and look forward to hearing from you should there be any questions.

Sincerely,

*Chip Taylor*

Chip Taylor  
Sales Representative

## COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor

FROM: Laura Cabiness DEPT. Public Service

SUBJECT: COLLECTION AND PROCESSING OF ELECTRONIC WASTE (E-WASTE)

REQUEST: Approval to have E-Waste collected and processed by Intelligent Lifecycle Solutions, LLC, 5244 Festival Trail Road, Salley, SC 29137

Solicitation #17-B006R

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Public Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Laura J. E.</i>	<input type="checkbox"/>
Procurement Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Sherry C.</i>	<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: 323000 Account #: 52286

Balance in Account \$155,000 Amount needed for this item \$60,000.00

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

CFO's Signature: *Matthew R. Deputy CFO*

**FISCAL IMPACT:** Amount based on estimated tonnage.

Mayor's Signature: *John J. Tecklenburg*  
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.**



## Page \_\_\_\_\_

DATE: APRIL 3, 2017

SOL.# 17-B006R

**BUYER: ROBIN B. ROBINSON**

E-WASTE

<b>Public Service Dept. / ES</b>									
DATE: APRIL 3, 2017		COMPANY NAME		BIDDER		BIDDER		BIDDER	
SOL.# 17-B006R		COMPANY REPRESENTATIVE		John E. Amiro		Republic Services		Coastal Wipers, Inc.	
BUYER: ROBIN B. ROBINSON		PHONE NUMBER		803-298-3000		843-266-6164		813-628-4464	
E-WASTE		MINORITY		No		No			
QTY	DESCRIPTION	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
	E-Waste per pound Fee	.48/tn							
	Wrapped and palletized E-Waste (Optional)								
TOTAL					No Bid		No Bid		

**COMMENTS:**

BUYER:

WITNESS:

Charlotte Sengston



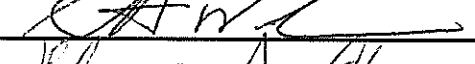
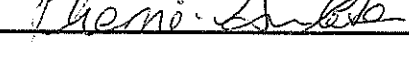
# COMMITTEE / COUNCIL AGENDA

4.)

TO: John J. Tecklenburg, Mayor  
FROM: Scott Watson DEPT. Executive  
SUBJECT: OFFICE OF CULTURAL AFFAIRS – SOUTH ARTS  
REQUEST: To Approve the submission of a grant application to South Arts in the Amount of \$2,500 for the 2017 MOJA Arts Festival Literary Corner

COMMITTEE OF COUNCIL: W&M DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Office of Cultural Affairs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Grants Manager	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: Account #:

Balance in Account Amount needed for this item


**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

CFO's Signature:  4/17/17 Dept. CFO

**FISCAL IMPACT:**

A City match in the amount of \$2,500 is required. Match will come from corporate sponsorships.

Mayor's Signature:   
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.



Drafts

Regional Touring, Block-Booked Touring, Literary Arts Touring: Application

Organization Profile

City of Charleston Office of Cultural Affairs Sign Out

## Application

- Organization Profile
- Project Information
- Supplementary Information
- Upload Instructions
- Submit

Please refer to our [guidelines](#) if you have questions during the application process.

Save your work OFFLINE by using the buttons at the top or bottom of each page.

(\*Required field)

## Organization Profile

Which grant program are you applying to? **Literary Arts Touring - May 1, 2017 Deadline**Legal Name of Applicant Organization **City of Charleston**Department **Office of Cultural Affairs**Mailing Address **75 Calhoun Street****Suite 3800**City **Charleston**State **South Carolina**Zip **29401**Street Address or Rural Route **75 Calhoun Street, Suite 3800**City **Charleston**State **SC**Zip **29401**Contact Person **Gordon Rooney**Contact Title **Development Manager**Telephone (format XXX-XXX-XXXX) **843-724-7295**Fax **843-720-3867**Email Address **RooneyG@charleston-sc.gov**

Provide another contact for your organization

Name **Rachel Workman**Email Address **workmanr@charleston-sc.gov**Website **www.charlestonarts.org / www.mojafestival.com**Federal Employer ID Number (format XX-XXXXXXX) **57-6000226**EIN/UNS Number **077990786**

Operating budget for last completed fiscal year:

**\$1844314**

\* Provide your mission statement (maximum 500 characters, including spaces)

OCA is committed to fostering excellence through artistic expressions, thereby enhancing the quality of life for all of Charleston's citizens regardless of economic, social, or physical considerations. OCA plays a catalytic role in producing and/or supporting programs that educate, inform, and inspire through a variety of cultural activities which celebrate creativity and diversity, contribute to economic development, & underscore Charleston's reputation as an international cultural destination.

I have read the grant terms of agreement for performing arts projects or grant terms of agreement for literary arts projects and will abide by them should a grant be awarded.

I agree ☒





City of Charleston Office of Cultural Affairs Sign Out



Drafts

Regional Touring Book-Booked Touring Literary Arts Touring: Application

Project Information

## Application

Organization Profile

Project Information

Supplementary Information

Upload Instructions

Submit

Please refer to our [guidelines](#) if you have questions during the application process.Save your work **OFTEN** by using the buttons at the top or bottom of each page.  
(\*Required field)

## Artist/Company/Writer Information

Literary Arts Applicants Engaging Multiple Writers: Special instructions are detailed here.

What discipline is your project? Literature - Poetry



Artist or Company: Kwame Alexander

You must provide the City, State, and Zip for the artist/company/writer (do not provide information for the agent/management). If you're working with an artist outside the U.S., leave City and ZIP blank and choose "International" for State.

City: Reston

State: Virginia



ZIP: 20190

Artist or Artist Manager's Email: kwamapoet@gmail.com

Artist website: <http://kwamealexander.com/>

## Engagement

Literary Arts Applicants Engaging Multiple Writers: Special instructions are detailed here.

Start date	10/03/2017	* End date	10/04/2017	* Number of actual days of artist service	2 *
Artist fee	\$5000 *				
Request	\$2500 *				
Number of public performances/readings	1 *	Projected number of participants	150 *		
Number of educational activities planned	1 *	Projected number of participants	60 *		

## Project Narrative

For narrative responses, applicants should use upper/lower case letters (not all caps). Formatted text is not accepted by eGrant. Applicants should NOT bold, italicize, or underline text; use bullets, tabs, special characters, or excessive line breaks, or change font style or size.

## Priorities (10%)

South Arts has identified three priorities that are connected to our strategic plan and goals. You may only select one priority, even if your project reaches more than one priority. Your score will be solely based on this selected priority; you will either receive 5 or 10 points for this criterion. How well you address this priority will be taken into consideration during the review of the Project's Artistic Merit. Identify ONE priority that your project will address (DO NOT SELECT MORE THAN ONE OPTION).

- ☒ Engagement of targeted, underserved audiences: K-12 students, seniors (individuals who are aging), and/or individuals with disabilities (5 points)
- ☐ Engagement of an artist or company that resides in South Arts' region (10 points)
- ☐ A residency of three or more days (5 points)

## Description\*

(Maximum 500 characters including spaces) Provide a one sentence description of the project which South Arts will use in publicity if a grant is awarded. (e.g. "XYZ Ballet Company will conduct a three-day residency with two master classes, two workshops for older adults, a Q&amp;A with the artistic director and local choreographers, and a public evening performance at the ABC Theatre.")

Poet Kwame Alexander will conduct a two-day residency, with one poetry master class for area high school students and a public evening reading with Q&amp;A at the College of Charleston.

## Schedule\*

Maximum 1,250 characters including spaces, approximately 1 1/2 pages. List the chronological schedule of activities during the project including what, when, where, who, with/for whom, include ticket prices where applicable. NOTE: If your schedule is not complete at this time, provide as much detail as is known about how many activities will take place, and which community members or groups will be involved.

Mr. Kwame Alexander will arrive in Charleston, SC on the morning of October 3, 2017. That evening Mr. Alexander will serve as the Literary Corner artist for the 2017 MOJA Arts Festival. The Literary Corner event will take place at the College of Charleston (venue options include Randolph Hall and Suttle Theatre) and the time of the event is tentatively set for 7:30pm. He will read from his work "Out of Wonder: Poets Celebrating Poets" (in collaboration with Chris Colderley and Marjory Wentworth). This admission-free event will allow for event attendees to listen to Mr. Alexander read his work and talk about his motivation and ideas for writing. There will also be a question and answer period along with a book signing after the public reading, followed by a

#### Artistic Excellence (20%)

Work samples should represent the type of work the artist/company/writer will perform/read during your project. For audio/video samples, include instructions identifying the particular selection to be played. Promotional videos, montages, and poor video quality will prevent the reviewers from being able to make an assessment on this criterion and may result in a low score. If sample is part of a larger publication/book, please mark the passage/section for the panel to review. NOTE: No narrative response is necessary. Evaluation on this criterion is based on the submitted work samples (i.e. audio, video, and printed materials).

#### Project's Artistic Merit (35%)

Maximum 5,000 characters including spaces, approximately 1 page.

1. Describe the project, include a detailed description of the performance/reading, and explain why this artist/company/writer was chosen.
2. Explain why this project is important to your community.
3. The educational and outreach component is the requirement that participants be engaged in learning activities that have lasting impact. Describe the educational and outreach component and any additional community activities, describe the anticipated impact for participants.

The MOJA Arts Festival is a celebration of African-American and Caribbean Arts and Culture which runs in late September, early October each year for 11 days and presents over 60 programs annually. This year the MOJA Arts Festival will run from September 28 to October 6. MOJA features dozens of presentations in the fall each year including dance, music, theatre, visual arts and more. MOJA provides free programs for school-children including dance master classes, poetry readings, writing workshops with published authors, and musical presentations. MOJA's mission is built around the concept of understanding and respect for the beauty of artistic and cultural expression among people from all parts of the community. One of the critically acclaimed

#### Audience Development and Community Involvement (10%)

Maximum 2,500 characters including spaces, approximately 1/2 page. Audience development includes assessing audience and community needs, cultivating audiences, creating a plan for engagement, and developing effective partnerships.

1. Describe the audiences and community segments that you are targeting and engaging with this project.
2. Explain why they were selected for involvement in this project, how they are involved in planning, and what community partners are involved.
3. Describe any plans to broaden or diversify your audiences and any additional efforts to reach those that lack access to arts programs, services, or resources.
4. Describe your marketing plan for target audiences.

Audiences we target to attend the MOJA Arts Festival Literary Corner event include visitors to Charleston and locals of all backgrounds. The City of Charleston Office of Cultural Affairs is committed to providing access to the arts to all of Charleston's citizens regardless of economic, social or physical considerations. To do this, we utilize the MOJA Literary Corner event to serve our community through additional outreach opportunities. We seek out and welcome opportunities to partner with social service agencies and nonprofit organizations to provide special accommodations and/or free tickets to various underserved populations in our community. We also plan to distribute complimentary tickets to a select number of young writers in the Charleston area.

#### Accessibility (10%)

Maximum 2,500 characters including spaces, approximately 1/2 page. Grantees are required to ensure accessibility to funded programs to people with disabilities.

1. Beyond these minimum ADA requirements, describe actions you will take for programmatic and communications accessibility (e.g., planning/advisory committees include people with disabilities, large print programs/labels, American Sign Language interpretation, audio description, specific marketing strategies, etc.).
2. Provide specific strategies on how you will reach those that lack access to the arts due to disability for this project specifically (not your organization's work in general).

The Literary Corner event will take place at the College of Charleston. Venues we would utilize are all ADA compliant. We are currently planning on the educational outreach component to be held at one of the high schools in District 20, Charleston County School District (TBD). Venues at the College of Charleston and the high school we choose for the educational outreach component will be handicapped accessible. Beyond the minimum ADA requirements, we plan to have available large print programs and there will be an American Sign Language interpreter at the Literary Corner event.

#### ACCESSIBILITY STATEMENT (10%)

South Arts-funded events must be accessible as defined by Americans with Disabilities Act (ADA) guidelines.

Do you certify that (1) you have read the National Endowment for the Arts (NEA) Assurance of Compliance and understand that by signing and submitting the application form, you certify that the applicant's compliance with all the statutes and regulations as outlined by the NEA, including the ADA, and (2) the facilities where project activities will take place are accessible to people with disabilities?

Yes ☒

**Organizational Capacity and Evaluation (10%)\***

(Maximum 2,500 characters including spaces - approximately 1/2 page)

1. Describe your organization's ability to carry out the proposed project.
2. Provide a summary of your organization's presenting history.
3. Describe the project goals and the anticipated outcomes.
4. Describe the evaluation methods you have in place to learn how you are or are not achieving your goals.

Established in 1977, the City of Charleston Office of Cultural Affairs (OCA) is responsible for providing access to the arts for all citizens. It advocates the work of local artists, performers, and writers; supports and serves as the municipal interface/convening agency for local arts organizations; and maintains partnerships with Charleston County Schools to provide arts education opportunities and facilitate City-sponsored special events and youth outreach programs.

The OCA produces the Piccolo Spoleto Festival (a multidisciplinary arts festival consisting of over 500 events during a 17-day period); the MOJA Arts Festival (over 60 events in 11 days); the

**Readiness Plan (5%)**

South Arts is committed to making business continuity planning a priority in the arts, and encourages all arts organizations to develop and maintain readiness plans to ensure their sustainability. A readiness plan is a combination of documents, processes and training that formulate what your organization will do should the unexpected occur. If you have a readiness plan, please attach a narrative (up to two pages) describing your plan and how/when you update it. [Learn more about readiness planning and how it will impact your grant application >>](#)

Do you have a readiness plan? Yes ☒

Please attach a readiness plan narrative (up to two pages) describing your plan and how/when you update it.

Uploaded File: 2017OCAReadinessPlan.pdf \* Delete View

## **Schedule**

Mr. Kwame Alexander will arrive in Charleston, SC on the morning of October 3, 2017. That evening Mr. Alexander will serve as the Literary Corner artist for the 2017 MOJA Arts Festival. The Literary Corner event will take place at the College of Charleston (venue options include Randolph Hall and Sottile Theatre) and the time of the event is tentatively set for 7:30pm. He will read from his work "Out of Wonder: Poets Celebrating Poets" (in collaboration with Chris Colderley and Marjory Wentworth). This admission-free event will allow for event attendees to listen to Mr. Alexander read his work and talk about his motivation and ideas for writing. There will also be a question and answer period along with a book signing after the public reading, followed by a reception with the author. The next day, October 4, Mr. Alexander will engage with high school students from an area Charleston County School District high school. He will read from his work and conduct a poetry master class. This opportunity for high school students will last approximately two hours. Students will have the chance to read their own writings, ask questions of Mr. Alexander and receive feedback. Later that day Mr. Alexander will depart from Charleston, SC.

## **Project's Artistic Merit**

The MOJA Arts Festival is a celebration of African-American and Caribbean Arts and Culture which runs in late September, early October each year for 11 days and presents over 60 programs annually. This year the MOJA Arts Festival will run from September 28 to October 8. MOJA features dozens of presentations in the fall each year including dance, music, theatre, visual arts and more. MOJA provides free programs for school-children including dance master classes, poetry readings, writing workshops with published authors, and musical presentations. MOJA's mission is built around the concept of understanding and respect for the beauty of artistic and cultural expression among people from all parts of the community. One of the critically acclaimed offerings during the festival each year is the Literary Corner event which highlights the work of a nationally renowned writer of African descent whose work has contributed greatly to our culture.

The Office of Cultural Affairs and the MOJA Planning Committee selected Mr. Kwame Alexander to be honored with the designation as Literary Corner artist for the 2017 festival. With this designation, Mr. Alexander will serve as the keynote speaker for the Literary Corner event on Tuesday, October 3rd at 7:30pm at the College of Charleston. Mr. Alexander will conduct a reading from his work, "Out of Wonder: Poets Celebrating Poets." He will also talk about his career path and inspirations, followed by a question and answer period, a book signing and then a reception. Mr. Alexander will conduct a poetry master class with area high school students (location and time TBD) in a District 20 Charleston County School District high school. This intimate poetry master class (organized by Marcus Amaker and Marjory Wentworth) will allow students to work directly with Mr. Alexander on honing their poetry and writing skills, learning techniques and brainstorming ideas. They will leave the experience with more self-confidence in themselves and in their own writing abilities.

Kwame Alexander is a poet, educator, and the New York Times Bestselling author of 24 books, including "The Crossover", which received the 2015 John Newberry Medal for the Most Distinguished Contribution to American literature for Children, the Coretta Scott King Author Award Honor, The NCTE Charlotte Huck Honor, the Lee Bennett Hopkins Poetry Award, and the Paterson Poetry Prize. Mr. Alexander writes for children of all ages.



Mr. Alexander believes that poetry can change the world, and he uses it to inspire and empower young people through his Page to Stage Writing and Publishing Program. A regular speaker at schools and conferences in the United States, he also travels the world planting seeds of literary love in places like Singapore, Brazil, Italy, France, Shanghai and Ghana. In 2015, Mr. Alexander served as Bank Street College of Education's Inaugural Dorothy M. Carter writer-in-residence. The Kwame Alexander Papers, a collection of his writings, correspondence, and other professional and personal documents is held at the George Washington University Gelman Library.

"Out of Wonder: Poets Celebrating Poets" presents original poems that pay homage to twenty famed poets who have made the authors' hearts sing and their minds wonder. Mixed-media images by Ekua Holmes, winner of the Caldecott Honor and a John Steptoe New Talent Illustrator Award, complete the celebration and invite the reader to listen, wonder, and perhaps pick up a pen.

This project and having Kwame Alexander visit is important to our community on a number of levels. First, poetry as an art form is something that we need to expand on in the Charleston area. Mr. Alexander spends a great deal of his time on the road, empowering students to write poetry. In his book, he offers this, "A poem has the power to reach inside you, ignite something and change you in ways you could never imagine." Second, through his two-day residency, we expect a student, an educator or maybe an attendee of the Literary Corner event to be inspired or perhaps discover a new passion. Kwame Alexander will be an excellent messenger for this. Third, poetry can have the capacity to bring people together. In a recent NPR interview, he said "I think poetry is a way of helping us at least begin to understand ourselves better and eventually each other." In a New York Times Book Review article late last year, he writes, "Am I saying that poetry and literature are the answer to Baton Rouge and Dallas and Orlando and Charleston? No. But their capacity to entertain, enlighten and empower -- all at the same time -- is an answer, and without them, we most certainly obstruct our children's vision." There can be a healing factor to poetry. Given the tragic event that took place at Mother Emanuel AME Church in 2015, our community would welcome Kwame Alexander with open arms.

#### **Audience Development and Community Involvement**

Audiences we target to attend the MOJA Arts Festival Literary Corner event include visitors to Charleston and locals of all backgrounds. The City of Charleston Office of Cultural Affairs is committed to providing access to the arts to all of Charleston's citizens regardless of economic, social or physical considerations. To do this, we utilize the MOJA Literary Corner event to serve our community through additional outreach opportunities. We seek out and welcome opportunities to partner with social service agencies and nonprofit organizations to provide special accommodations and/or free tickets to various underserved populations in our community. We also plan to distribute complimentary tickets to a select number of young writers in the Charleston area so they can experience a live reading by a nationally renowned poet and author as these young aspiring writers work on honing their own skills.

Building audiences for the future is a key part of the MOJA Arts Festival. The Office of Cultural Affairs produces the MOJA Arts Festival in partnership with the MOJA Planning Committee, an all-volunteer planning committee consisting of artists, educators and community leaders of varying backgrounds. Many of the planning committee members have existing relationships with civic and cultural groups that help spread the word about our programs to their constituents. Hotel concierges help steer their guests to festival offerings and local African-American sorority and fraternity orders assist in spreading program information to their members.

Along with actively reaching out to our partners in the nonprofit community, we will promote the Literary Corner event through paid advertising before and during the festival. Our provisional marketing plan includes both in-market and out-of-market media buys. Our in-market advertising plan includes the Post & Courier, West Of, The Chronicle, WCSC Channel 5, WBCD Channel 2 and WCIV Channel 4. Our out-of-market media plan includes The State Newspaper (Columbia, SC), the Charlotte Observer (Charlotte, NC), the Florida Times-Union (Jacksonville, FL), the Atlanta Journal-Constitution (Atlanta, GA), Cumulus Radio and APEX Broadcasting.

### **Accessibility**

The Literary Corner event will take place at the College of Charleston. Venues we would utilize are all ADA compliant. We are currently planning on the educational outreach component to be held at one of the high schools in District 20, Charleston County School District (TBD). Venues at the College of Charleston and the high school we choose for the educational outreach component will be handicapped accessible. Beyond the minimum ADA requirements, we plan to have available large print programs and there will be an American Sign Language interpreter at the Literary Corner event.

The City of Charleston Office of Cultural Affairs is committed to providing access to the arts and culture to all people. The OCA is actively reaching out to and building partnerships with area nonprofit organizations in an effort to provide information regarding upcoming events, special accommodations for disabled populations and/or free tickets for at-risk, underserved populations to be able to attend events throughout the year, including the Literary Corner event during the MOJA Arts Festival. We are in regular communication with Charleston County School District (CCSD) to determine how we can serve students and educators in the Charleston area. This often includes inviting students and educators to experience one of our art exhibitions at the City Gallery or to take part in another cultural activity; or sending artists into schools to work with students and educators. We will continue to work with CCSD to plan for Kwame Alexander to visit a CCSD high school during his residency. Other examples of organizations we are in regular contact with include the VA Hospital, the Ronald McDonald House, Hope Lodge, the Disabilities Board of Charleston County, the Association for the Blind and Visually Impaired and Charleston Area Senior Citizens. These partnerships allow us to reach disabled veterans, low-income senior citizens, people with disabilities and students and educators.

### **Organizational Capacity and Evaluation**

Established in 1977, the City of Charleston Office of Cultural Affairs (OCA) is responsible for providing access to the arts for all citizens. It advocates the work of local artists, performers, and writers; supports and serves as the municipal interface/convening agency for local arts organizations; and maintains partnerships with Charleston County Schools to provide arts education opportunities and facilitate City-sponsored special events and youth outreach programs.

The OCA produces the Piccolo Spoleto Festival (a multidisciplinary arts festival consisting of over 500 events during a 17-day period); the MOJA Arts Festival (over 60 events in 11 days); the Charleston Farmers Market (every Saturday from mid-April through mid-December); the West Ashley Farmers Market (every Wednesday from mid-April through early October); Holiday Parade of Boats; the Official City of Charleston Tree Lighting Ceremony; Holiday Magic in Historic Charleston; and Happy New Year Charleston. We co-manage a quarterly arts grants program along with the City of North Charleston Cultural Arts Department and we manage the City Gallery which presents six to eight exhibitions annually featuring works by regionally and/or nationally renowned contemporary artists.

Each autumn, the MOJA Arts Festival celebrates the creative process and explores the artistic impulse with its Literary Corner event. We plan to provide our audiences with access to a prominent poet where they can learn from his work, ask questions and be inspired by his work.

Our evaluation methods include reviewing Google Analytics data for our project websites to better understand how our audiences are finding our programs and which programs they're most interested in. We also utilize Constant Contact to send email newsletters and promotions to our constituents, where we then analyze the data from those reports to measure patron engagement with our programs. During the Piccolo Spoleto Festival and the MOJA Arts Festival, we also utilize surveys at select events to gain feedback from festivalgoers on their overall festival experience and their experience at specific events. We can also learn where festivalgoers come from, how long they plan to visit Charleston and other information. Along with OCA staff, we rely on festival coordinators, interns and volunteers to gage attendance numbers (at non-ticketed events), to help report on any feedback from festival attendees and to provide regular updates after each event.

## COMMITTEE / COUNCIL AGENDA

**TO:** John J. Tecklenburg, Mayor

**FROM:** Amy Wharton

**DEPT.** BFRC

**SUBJECT:** Cigarette Litter Prevention Program Grant via Keep America Beautiful - Grant Funds Deposit

**REQUEST:** To approve the deposit of funds awarded to Keep Charleston Beautiful via Keep America Beautiful's Cigarette Litter Prevention Program Grant in the amount of \$5,000. Program funds will be used for cigarette litter education efforts and receptacle installations at private Charleston marinas.

**COMMITTEE OF COUNCIL:** Ways and Means

**DATE:** April 25, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Department of Parks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FCR 4/11/17	<input type="checkbox"/>
Grants Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Therese Ann Lake	<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☒ N/A ☐

If yes, provide the following: Dept./Div.: \_\_\_\_\_ Account #: \_\_\_\_\_

Balance in Account \_\_\_\_\_ Amount needed for this item \_\_\_\_\_

**Does this document need to be recorded at the RMC's Office?** Yes ☐ No ☐

**NEED:** Identify any critical time constraint(s).

**CFO's Signature:** \_\_\_\_\_

**FISCAL IMPACT:**

No city match required.

**Mayor's Signature:** \_\_\_\_\_

John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.

Jamie Gillette, Programs Manager  
City of Charleston, Department of Parks  
Keep Charleston Beautiful

Dear 2017 CLPP Grant Applicant,

Congratulations! You have been awarded a \$5,000 grant to support implementation of a 2017 Cigarette Litter Prevention Program (CLPP). Thank you for committing to reduce cigarette litter in your community. Your grant check is enclosed; depositing it signals your commitment to implement the program. Please review the following pages of information. Your grant check packet includes various enclosures, including a copy of the MOU for your records and other important information.

As a reminder, here are the grant requirements:

1. **Establish a Task Force:** Communities receiving grants will establish a diverse Task Force to execute the local cigarette litter prevention program. This CLPP team or task force will represent businesses, government, residents, media, and other organizations with a stake in this community program.
2. **Implement Four Strategies:** Communities receiving grants will implement the four strategies for reducing cigarette butt litter as part of their local cigarette litter prevention program:
3. **Spend Funds in Accordance with Agreement:** Spend at least 50% of grant funds on ash receptacles (not portable ash trays) and anywhere from 20-30% on messaging and signage.
4. **Conduct Three Cigarette Litter Scans:** Communities receiving grants will conduct at least two Cigarette Litter Scans: a preliminary scan prior to program launch, a follow-up scan a minimum of six weeks after the installation of ash receptacles, and a sustainability scan one year from the preliminary scan. Scan methodology and instructions will be available in your 2017 CLPP Grant Toolkit. KAB strongly recommends that questions on the selection, purchase, installation and maintenance of ash receptacles be resolved as early as possible. **The scan data must be reported on or before June 30, 2017.**
5. **Report Results:** Grant-funded participating communities will be sent an electronic link in October to report their local program information to Keep America Beautiful.

If you have any further questions, please contact me.

Sincerely,



Tom Morales  
Program Manager, Education & Litter  
[tmorales@kab.org](mailto:tmorales@kab.org)  
203-659-3044

(6.)

# CPR COMMITTEE and/or COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor  
FROM: Beth Brownlee / Matt Frohlich DEPT. Parks – Capital Projects  
SUBJECT: LOUIS WARING JR. WEST ASHLEY SENIOR CENTER CHANGE ORDER #2  
REQUEST: Approval of Change Order #2 to the Construction Contract with Howell & Howell in the amount of \$78,276.47 for selective mucking and installation of filter fabric in the south parking area (\$72,349.82) and installation of fabric filter in the overflow parking area (\$5,926.65). This approval will result in a budget transfer of \$78,276.47 to the Howell & Howell Construction Contract from the Project Contingency. The total project budget remains unchanged. The total contract time will increase by 5 days.

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: *(attach all recommendations/reviews)*

	Yes	N/A	Signature of Individual Contacted	Attachment
CPR Committee Chair	<input type="checkbox"/>	<input type="checkbox"/>	<u>Amy Wharton</u>	<input type="checkbox"/>
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>	<u>Sharon Herdina, JEB</u>	<input type="checkbox"/>
Capital Project Director	<input type="checkbox"/>	<input type="checkbox"/>	<u>Stuart V. Fox</u>	<input type="checkbox"/>
MBE Manager	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☒ No ☐ N/A ☐

If yes, provide the following: Dept/Div Parks /Capital Projects Acct # 051398-58240

Balance in Account \$78,276.47 Amount needed for this item \$78,276.47

Project Number CP1336

**NEED:** Identify any critical time constraint(s).

CFO's Signature: Amy Wharton

**FISCAL IMPACT:** The approval of Change Order #2 will result in a \$78,276.47 increase to the Howell & Howell Construction Contract from \$7,670,009.62 to \$7,748,286.09. The funding sources for this project are: 2012 General Fund Reserves, 2014 GO Bond, 2013 General Fund Reserves, 2014 General Fund Reserves, and Capital Contributions from Roper St. Francis.

Mayor's Signature: John J. Tecklenburg  
John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00 A.M ON THE DAY OF THE CLERK'S AGENDA MEETING.

**City of Charleston  
Construction Change Order**

**PROJECT:** CP 1336 WARING SENIOR CENTER (FKA WEST ASHLEY SENIOR CENTER)  
(NUMBER) (NAME)

**CONTRACTOR:** HOWELL & HOWELL CONTRACTORS, INC.

**CHANGE ORDER NO.:** 02

1. Description of the Change Order:

(Reference any attachments by name and date)

Change Order 02 includes the following:

- Change directive 03 (dated 02/28/17) in the amount of \$72,349.82 for selective mucking of approximately 1,536.22 CY of unsuitable and unstable soils in the south parking area and installation of 3,686.93 SY of geotextile filter fabric over the entire parking area. Unit price of \$41 per CY was used for mucking and \$2.54 per SY of filter fabric was provided by GC.
- Change directive 04 (dated 03/09/17) in the amount of \$5,926.65 for installation of 2,233.33 SY of geotextile fabric in the overflow parking area. Price of \$2.54 per SY was provided by GC.

This change order includes 4 additional days for the work above and 1 rain day to be added to the substantial completion date.

2. Adjustments to the Contract Amount:

Original Contract Amount .....	\$ 7,638,940.00
Change by Previously Approved Change Orders .....	\$ 31,069.62
Contract Amount prior to this Change Order .....	\$ 7,670,009.62
Amount of this Change Order .....	\$ 78,276.47
New Contract Amount, including this Change Order .....	\$ 7,748,286.09

3. Adjustments in Contract Time:

Original Date for Substantial Completion .....	<u>March 22, 2018</u>
Change in Days by Previously Approved Change Orders .....	4 Days
Change in Days for this Change Order .....	5 Days
New Date for Substantial Completion .....	<u>March 31, 2018</u>

4. Amount of this Change Order performed by MBE..... \$ 0

Liollio Architecture  
Architect/ Engineer

Howell & Howell Contractors, Inc.  
Contractor

City of Charleston  
Owner

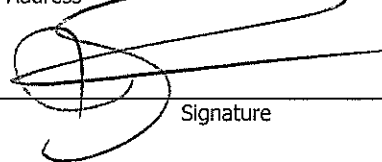
147 Wappoo Creek Drive  
Charleston, SC 29412

Address

  
Signature

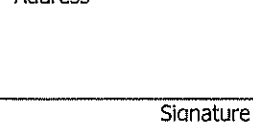
2603 Grassland Drive  
Bluegrass Industrial Parkway  
Louisville, KY 40299

Address

  
Signature

823 Meeting St  
Charleston, SC 28403

Address

  
Signature

By: Cherie Liollio

By: JT Skaggs, Project Manager

By: John J. Tecklenburg

Date: 4.5.17

Date: 4-5-17

Date: \_\_\_\_\_

**City of Charleston  
Construction Change Directive**

**PROJECT:** CP 1336 WARING SENIOR CENTER (FKA WEST ASHLEY SENIOR CENTER)  
(NUMBER) (NAME)

**CONTRACTOR:** HOWELL & HOWELL CONTRACTORS, INC.

**CHANGE DIRECTIVE NO.:** 03

When signed by the City, this document becomes effective immediately and the Contractor shall proceed with the change(s) described below. The Contractor is hereby directed to make the following change(s) to the Work of the contract: (Reference attachments by name and date)

Mucking the south parking lot based on the recommendation from the City's geotechnical engineers and third party testing agency as noted in report #6 dated February 24, 2017. This change directive authorizes the contractor to muck an average of 15" over the entire parking area shown in the attached graphic. Change Directive also provides authorization for contractor to install filter fabric over the entire south parking lot per the geotechnical engineer's recommendation noted in report #6. A unit price of \$41 per cubic yard for mucking and suitable fill is provided in the contract. Contractor has provided a cost for the filter fabric of \$2.54 per square yard.

Mucking: 33,182.33 sqft x 1.25 = 41,477.91 CF / 27 = 1,536.22 CY x \$41.00 = \$62,985.02

Filter Fabric: 33,182.33 sqft / 9 = 3,686.93 SY x \$2.54 = \$9,364.80

Total: \$72,349.82

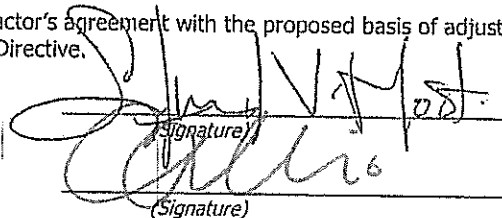
This price includes all overhead and profit.

**PROPOSED ADJUSTMENTS**

1. The proposed basis of adjustment to the Contract Sum is: ☒ an increase ☐ a decrease  
☐ to be determined ☐ unchanged
- ☒ Not-to-Exceed: \$ 72,349.82  
☐ Lump Sum: \$ \_\_\_\_\_  
☐ Unit Price of: \$ \_\_\_\_\_ per \_\_\_\_\_  
☐ As determined by the A/E on the basis of reasonable expenditures and savings including overhead and profit.
2. The Contract Time is proposed to: ☒ remain unchanged  
☐ increase by \_\_\_\_\_ calendar days  
☐ decrease by \_\_\_\_\_ calendar days

Signature by the Contractor indicates the Contractor's agreement with the proposed basis of adjustment in the Contract Sum and Time set forth in this Construction Change Directive.

Edmund V. Most, Director of Capital Projects

  
(Signature)

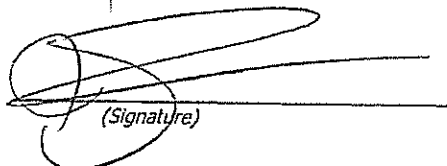
2/20/17  
(Date)

Cherie Liollo Liollo Architecture  
(Print or Type Name of A/E)

2-28-17  
(Date)

Signature by the Contractor indicates the Contractor's full and complete agreement with the proposed basis of adjustment in the Contract Sum and Time as set forth in this Directive. Change Directives accepted by the Contractor shall be incorporated into a Change Order without further adjustment.

JT Skaggs, Howell & Howell Contractors, Inc.  
(Name of Contractor)

  
(Signature)

3-1-17  
(Date)



**City of Charleston  
Construction Change Directive**

**PROJECT:** CP 1336 WARING SENIOR CENTER (FKA WEST ASHLEY SENIOR CENTER)  
(NUMBER) (NAME)

**CONTRACTOR:** HOWELL & HOWELL CONTRACTORS, INC.

**CHANGE DIRECTIVE NO.:** 04

When signed by the City, this document becomes effective immediately and the Contractor shall proceed with the change(s) described below. The Contractor is hereby directed to make the following change(s) to the Work of the contract: (Reference attachments by name and date)

Per site meeting discussion on Thursday, March 9, 2017, this change directive authorizes Howell and Howell to install approximately 2,233.33 SY of WINFAB HP270 woven geotextile fabric between the existing subgrade and the gravel in the overflow parking. The price per square yard from the contractor is \$2.54 in place. No mucking will occur in the overflow parking. Howell and Howell has agreed to hold off on paving this parking area until we are able to observe how the gravel is hold up with regular light-duty traffic.

**PROPOSED ADJUSTMENTS**

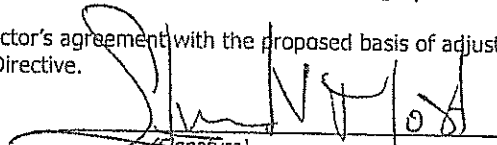
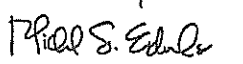
1. The proposed basis of adjustment to the Contract Sum is: ☒ an increase ☐ a decrease ☐ unchanged  
☐ to be determined
- ☒ Not-to-Exceed: \$ 5,926.65  
☐ Lump Sum: \$ \_\_\_\_\_  
☐ Unit Price of: \$ \_\_\_\_\_ per \_\_\_\_\_  
☐ As determined by the A/E on the basis of reasonable expenditures and savings including overhead and profit.

2. The Contract Time is proposed to: ☐ remain unchanged  
☒ increase by TBD calendar days  
☐ decrease by \_\_\_\_\_ calendar days

Signature by the Contractor indicates the Contractor's agreement with the proposed basis of adjustment in the Contract Sum and Time set forth in this Construction Change Directive.

Edmund V. Most, Director of Capital Projects

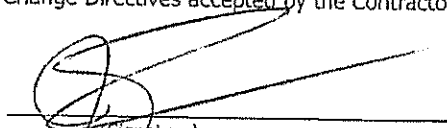
Michael Edwards, Liollo Architecture  
(Print or Type Name of A/E)

  
(Signature)  
  
(Signature)

3/9/17  
(Date)  
03/10/2017  
(Date)

Signature by the Contractor indicates the Contractor's full and complete agreement with the proposed basis of adjustment in the Contract Sum and Time as set forth in this Directive. Change Directives accepted by the Contractor shall be incorporated into a Change Order without further adjustment.

JT Skaggs, Howell & Howell Contractors, Inc.  
(Name of Contractor)

  
(Signature)

3/23/17  
(Date)

# CPR COMMITTEE and/or COUNCIL AGENDA

7.)

TO: John J. Tecklenburg, Mayor  
FROM: Beth Brownlee / Matt Frohlich DEPT. Parks – Capital Projects

SUBJECT: LOUIS WARING JR. WEST ASHLEY SENIOR CENTER CHANGE ORDER #3

REQUEST: Approval of Change Order #3 to the Construction Contract with Howell & Howell in the amount of \$140,307.94 for collecting and hauling automotive debris and other construction debris from the site. Roper St. Francis has agreed to reimburse the City in the amount of \$64,191.86 for half of the actual incurred cost by Howell & Howell for this work prior to labor, equipment usage, overhead and profit. This approval will result in a budget transfer of \$140,307.94 to the Howell & Howell Construction Contract from the Project Contingency. The total project budget will increase by \$64,191.86. The total contract time will increase by 7 days.

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

**COORDINATION:** This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
CPR Committee Chair	<input type="checkbox"/>	<input type="checkbox"/>	<u>Amy Wharton</u>	<input type="checkbox"/>
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>	<u>Susan Hernandez / JFB</u>	<input type="checkbox"/>
Capital Project Director	<input type="checkbox"/>	<input type="checkbox"/>	<u>John W. Hoot</u>	<input type="checkbox"/>
MBE Manager	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☒ No ☐ N/A ☐

If yes, provide the following: Dept/Div Parks /Capital Projects Acct # 051398-58240

Balance in Account \$140,307.94 Amount needed for this item \$140,307.94

Project Number CP1336

**NEED:** Identify any critical time constraint(s).

CFO's Signature: Amy Wharton

**FISCAL IMPACT:** The approval of Change Order #3 will result in a \$140,307.94 increase to the Howell & Howell Construction Contract from \$7,748,286.09 to \$7,888,594.03. The funding sources for this project are: 2012 General Fund Reserves, 2014 GO Bond, 2013 General Fund Reserves, 2014 General Fund Reserves, and Capital Contributions from Roper St. Francis.

Mayor's Signature: John J. Tecklenburg

John J. Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE:** A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00 A.M ON THE DAY OF THE CLERK'S AGENDA MEETING.

**City of Charleston  
Construction Change Order**

**PROJECT:** CP 1336 WARING SENIOR CENTER (FKA WEST ASHLEY SENIOR CENTER)  
(NUMBER) (NAME)

**CONTRACTOR:** HOWELL & HOWELL CONTRACTORS, INC.

**CHANGE ORDER NO.:** 03

**1. Description of the Change Order:**

(Reference any attachments by name and date)

Change Order 03 includes the following:

- Change directive 01 (dated 12/6/16) in the amount of \$140,307.94 for collecting and hauling automotive debris and construction debris on site. Over the course of two months 1,607.05 tons was collected and disposed off site. \$126.86 per ton is listed on the change directive; however we have negotiated the cost down substantially based on actual costs per ton from landfill, actual costs for truck rental per hour, labor and equipment usage as well as overhead and profit for sub and GC.
  - \$43.22 per ton for Spring Grove landfill x 1607.05 tons= \$69,456.70
  - Hourly rate for trucks = \$100 x 293 hours = \$29,300
  - \$69,456.70 + 29,300 = \$98,756.70 + \$9,172.49 sub labor = \$107,929.19
  - 17% sub OH/profit = \$18,347.96 ; 13% GC OH/commission = \$14,030.79
  - \$107,929.19 + \$18,347.96 + \$14,030.79 = \$140,307.94

This change order includes 7 additional days to be added to the substantial completion date.

**2. Adjustments to the Contract Amount:**

Original Contract Amount .....	\$ <u>7,638,940.00</u>
Change by Previously Approved Change Orders .....	\$ <u>109,346.09</u>
Contract Amount prior to this Change Order .....	\$ <u>7,748,286.09</u>
Amount of this Change Order .....	\$ <u>140,307.94</u>
New Contract Amount, including this Change Order .....	\$ <u>7,888,594.03</u>

**3. Adjustments in Contract Time:**

Original Date for Substantial Completion.....	<u>March 22, 2018</u>
Change in Days by Previously Approved Change Orders .....	<u>9 Days</u>
Change in Days for this Change Order .....	<u>7 Days</u>
New Date for Substantial Completion .....	<u>April 7, 2018</u>

**4. Amount of this Change Order performed by MBE.....** \$ 0

Liollo Architecture  
Architect/ Engineer

Howell & Howell Contractors, Inc.  
Contractor

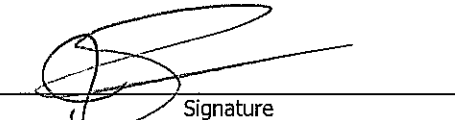
City of Charleston  
Owner

147 Wappoo Creek Drive  
Charleston, SC 29412  
Address

2603 Grassland Drive  
Bluegrass Industrial Parkway  
Louisville, KY 40299  
Address

823 Meeting St  
Charleston, SC 28403  
Address

  
Signature

  
Signature

\_\_\_\_\_  
Signature

By: Cherie Liollo

By: JT Skaggs, Project Manager

By: John J. Tecklenburg

Date: April 13, 2017

Date: 4-13-17

Date: \_\_\_\_\_

# AIA® Document G714™ – 2007

## Construction Change Directive

PROJECT: (Name and address)  
West Ashley Senior Center  
2001 Henry Tecklenburg Drive  
Charleston, SC 29414

DIRECTIVE NUMBER: 001  
DATE: 12/6/16  
CONTRACT FOR: General Construction

OWNER: ☐

ARCHITECT: ☐

CONSULTANT: ☐

CONTRACTOR: ☐

FIELD ☐

OTHER ☐

TO CONTRACTOR: (Name and address)  
Howell & Howell Contractors, Inc.  
2603 Grassland Drive  
Louisville, KY 40299

CONTRACT DATED: September 13, 2016  
ARCHITECT'S PROJECT NUMBER: 14103

You are hereby directed to make the following change(s) in this Contract:  
(Describe briefly any proposed changes or list any attached information in the alternative)

Unit Price No. 10: Debris removal and disposal of tires, automotive parts, and other debris uncovered during site excavation

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
- ☐ • Lump Sum decrease of \$0.00
  - ☒ • Unit Price of \$126.86 per ton
  - ☐ • As provided in Section 7.3.3 of AIA Document A201-2007
  - ☐ • As follows:

2. The Contract Time is proposed to (remain unchanged). The proposed adjustment, if any, is 0 days.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Liollio Architecture

City of Charleston, Dept of Parks  
Capital Projects Division

Howell & Howell Contractors, Inc.

ARCHITECT (Firm name)

OWNER (Firm name)

CONTRACTOR (Firm name)

147 Wappoo Creek Drive, Ste 100  
Charleston, SC 29412

823 Meeting Street  
Charleston, SC 29403

2603 Grassland Drive  
Louisville, KY 40299

ADDRESS

ADDRESS

ADDRESS

BY (Signature)

BY (Signature)

BY (Signature)

Cherie A. Liollio, Principal  
(Typed name)

Edmund Most, Deputy Director of  
Capital Projects  
(Typed name)

JT Skaggs, Project Manager  
(Typed name)

December 6, 2016

December 7, 2016

12/8/2016

DATE

DATE

DATE



"The Personal Touch"

## Howell & Howell Contractors, Inc.

P. O. Box 36097 • Louisville, Kentucky 40233-6097

2603 Grassland Drive  
Louisville, KY 40299-2523  
[hnh@howellandhowellinc.com](mailto:hnh@howellandhowellinc.com)

Telephone (502) 491-7985  
Toll Free (888) 491-4434  
Fax (502) 491-1212

West Ashley Senior Center

Date 11/23/2016

Work Changes Proposal Request 001

Unit price no. 10: Debris removal and disposal of tires, automotive parts and other debris uncovered during site excavation.

Subcontractor: Gulf Stream Construction unit price for debris removal and disposal. \$112.27 per ton

Howell and Howell overhead 10% and 3% Commission

\$14.59 per ton

\$126.86 total cost per ton

See attached pricing from Gulf Stream

Unit of Measurement: Ton, GC to provide load tickets from subcontractor

We exclude any Hazardous waste disposal.

Thanks

J.T. Skaggs  
Project Manager

Member





# GULF STREAM CONSTRUCTION

1983 Technology Drive • Charleston, SC 29492

(843) 572-4363 • Fax (843) 572-9609

[www.gulfstreamconstruction.com](http://www.gulfstreamconstruction.com)

<b>To:</b> Howell And Howell	<b>Contact:</b>
<b>Address:</b> Johns Island, SC	<b>Phone:</b> (843) 554-0222
	<b>Fax:</b>
<b>Project Name:</b> West Ashley Senior Center - Unit Price For Debris Disposal	<b>Bid Number:</b>
<b>Project Location:</b> Henry Tecklenburg Drive, Charleston, SC	<b>Bid Date:</b> 11/17/2016

Item Description	Estimated Quantity	Unit	Unit Price
Unit Price For Debris Removal And Disposal	1.00	TON	\$112.27

**Total Bid Price: \$112.27**

**Notes:**

- We propose to remove and dispose of the debris at a local landfill. This material will qualify as C&D (Construction and Demo) debris.
- We are in receipt of Proposal Request No. 1.
- Exclusions:
  - Hazardous waste disposal

**ACCEPTED:**

The above prices, specifications and conditions are satisfactory and are hereby accepted.

**Buyer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of Acceptance:** \_\_\_\_\_

**CONFIRMED:**

**Gulf Stream Construction Company Inc**

**Authorized Signature:** \_\_\_\_\_

**Estimator:** Craig Francke

(843) 572-4363

[cfrancke@gulfstreamconstruction.com](mailto:cfrancke@gulfstreamconstruction.com)

# AIA® Document G709™ – 2001

## Work Changes Proposal Request

**PROJECT** *(Name and address):*

West Ashley Senior Center  
Henry Tecklenburg Drive  
Charleston, SC 29414

PROPOSAL REQUEST NUMBER: 001

DATE OF ISSUANCE: November 10, 20106

OWNER: ☐

ARCHITECT: ☐

CONSULTANT: ☐

CONTRACTOR: ☐

FIELD: ☐

OTHER: ☐

**OWNER** *(Name and address):*

City of Charleston  
Department of Parks  
Capital Projects Division  
823 Meeting Street  
Charleston, SC 29403

CONTRACT FOR: General Construction

CONTRACT DATE: September 14, 2016

**FROM ARCHITECT** *(Name and address):*

Liollio Architecture  
147 Wappoo Creek Drive, STE 400  
Charleston, SC 29412

ARCHITECT'S PROJECT NUMBER: 14103

**TO CONTRACTOR** *(Name and address):*

Howell & Howell Contractors, Inc.  
2603 Grassland Drive  
Louisville, KY 40299

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Within Ten (10) days, the Contractor must submit this proposal or notify the Architect, in writing, of the date on which proposal submission is anticipated.

**THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.**

**DESCRIPTION** *(Insert a written description of the Work):*

Provide unit price in accordance with Specification 012200 - Unit Price

Unit Price No. 10: "Debris removal and disposal"


Description: Removal of tires, automotive parts and other debris uncovered during site excavation

Unit of Measurement: Ton, to be substantiated by load tickets.

**ATTACHMENTS** *(List attached documents that support description):*

None

**REQUESTED BY THE ARCHITECT:**

  
(Signature)

Cherie A. Liollio, Principal  
(Printed name and title)

# CPR COMMITTEE and/or COUNCIL AGENDA

8.)

TO: John J. Tecklenburg, Mayor  
FROM: Nate Yokoyama / Matt Frohlich DEPT. Parks – Capital Projects  
SUBJECT: CPD HEADQUARTERS HVAC REPLACEMENT CONSTRUCTION CONTRACT

REQUEST: Approval of a Construction Contract with Carolina Chillers, Inc. in the amount of \$40,346.00 for the supervision, labor and materials required to remove the existing 8-Ton Liebert unit and install a new 8-Ton Liebert unit. The scope includes removal and replacement of the ceiling system, evacuation of the existing refrigerant, the new unit, piping, duct work modifications, power wiring, controls, disposal of the existing unit, startup and testing. The price is to include the coating of the new condenser coil for saltwater application. With the approval of the project budget, Staff is authorized to award and/or amend contracts less than \$40,000, to the extent contingency funds exist in the Council Approved budget.

COMMITTEE OF COUNCIL: Ways & Means DATE: April 25, 2017

COORDINATION: This request has been coordinated with: *(attach all recommendations/reviews)*

	Yes	N/A	Signature of Individual Contacted	Attachment
CPR Committee Chair	<input type="checkbox"/>	<input type="checkbox"/>	<u>Amy Wharton</u>	<input type="checkbox"/>
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>	<u>[Signature]</u>	<input type="checkbox"/>
Capital Projects Director	<input type="checkbox"/>	<input type="checkbox"/>	<u>[Signature]</u>	<input type="checkbox"/>
MBE Manager	<input type="checkbox"/>	<input type="checkbox"/>	<u>[Signature]</u>	<input type="checkbox"/>

FUNDING: Was funding previously approved? Yes ☒ No ☐ N/A ☐

If yes, provide the following: Dept/Div Parks-Facilities Maint. Acct # 170100-52410  
Balance in Account \$46,400.00 Amount needed for this item \$40,346.00  
Project Number CP1711

NEED: Identify any critical time constraint(s).

CFO's Signature: Amy Wharton

FISCAL IMPACT: Approval of this action will institute a \$46,400.00 project budget of which the \$40,346.00 Construction Contract will be funded. The funding source for this project is the Facilities Maintenance-General Maintenance line item in the 2017 General Operating Budget.

Mayor's Signature: [Signature]  
John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00 A.M THE DAY OF THE CLERK'S AGENDA MEETING.



**City of Charleston**  
**Short-Form Construction Contract**

---

THIS CONTRACT, dated the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, is by and between:

<b>the Owner:</b> City of Charleston	and	<b>the Contractor:</b> <u>Carolina Chiller, Inc</u>
<u>Department of Parks</u>		<u>3810 Ladson Road</u>
<u>823 Meeting Street</u>		<u>Ladson, SC 29456</u>
<u>Charleston, SC 29403</u>		

**WHEREAS**, the Owner requires the construction of the project (the "Project") identified as follows:

CP1711: CPD Headquarters HVAC Replacement

**WHEREAS**, the Contractor, whose South Carolina professional license is M104901, is prepared and qualified to provide such Construction in accordance with Exhibit A and the General Conditions of this Contract;

**NOW THEREFORE**, the Owner and Contractor agree to all of the following terms and conditions set forth in this Contract:

**TIME OF PERFORMANCE:**

THE EFFECTIVE DATE of this Contract shall be the date written above or when all parties have signed this Contract, whichever is later.

THE DATE OF COMMENCEMENT shall be the date indicated in the Notice to Proceed.

THE DATE OF SUBSTANTIAL COMPLETION shall be 14 calendar days after the DATE OF COMMENCEMENT, subject to any adjustment(s) made in accordance with the terms of this Contract.

THE DATE OF FINAL COMPLETION shall be the date that the Scope of Work has been completed and accepted by the Owner.

**PAYMENT TO THE CONTRACTOR:**

This Contract authorizes a lump sum payment not to exceed \$40,346 for services performed and accepted by the Owner in accordance with this Contract after Final Completion. Payment shall be Net 30 days after Final Completion and receipt of an original invoice which is submitted by the Contractor and accepted by the Owner. Faxed and/or copied invoices shall not be accepted.

**GENERAL CONDITIONS:**

1. The Contract Documents forming this Contract consist of a fully-executed Short Form Construction Contract (this document), the Project Manual, all Project Drawings and Specifications, all Bid Addenda, the Contractor's completed Bid Form, all Change Orders and Change Directives, and all Exhibits to these documents. In the event that a term in the Short Form Construction Contract conflicts with a term in the Contractor's Bid Form, the term contained within the Short Form Construction Contract shall prevail.
2. The Contractor shall prepare Daily Progress Reports of the Work and submit them to the Owner on a weekly basis. The Owner shall at all times have access to the Project where the Scope of Work is being performed for the purpose of observing or inspecting the work performed by the Contractor. In any case of disagreement concerning any portion of the plans, specifications, work methods, workmanship, or any other matter concerning this Contract, the final decision shall be that of the Owner.

3. The Owner may authorize changes to the Scope of Work. If Owners authorizes changes to the Scope of Work, such changes shall be incorporated into the Scope of Work and made by issuing either a Change Order or a Construction Change Directive to the Contractor, and the Contractor shall perform the changed work promptly.
4. The Contractor shall furnish and pay the cost, including sales tax and other applicable taxes and fees, of all necessary materials, labor, tools, equipment, and supervision, as well as all business insurance, licenses and permits required by the City of Charleston, the State of South Carolina or as required by this Contract to perform the Scope of Work and any amendments thereto.
5. This Contract shall be interpreted pursuant to the laws and statutes of the State of South Carolina and the City of Charleston. The Contractor shall be responsible for compliance with all applicable laws, ordinances, rules and regulations for the duration of this Contract, and shall indemnify the Owner in the event of non-compliance thereof.
6. The Contractor shall be responsible for all construction means, methods, techniques, procedures and safety measures in the performance of the Scope of Work. Before beginning any work, the Contractor shall be responsible for examining the Drawings and Specifications for compliance with applicable laws, ordinances, and regulations, and shall immediately report any discrepancy to the Owner.
7. For a period of two years from the date of Final Completion, the Contractor shall remedy and make good all defects in material and workmanship at no additional cost to the Owner and pay for any damage to other work or property resulting from such defects.
8. The Contractor shall indemnify and save harmless the Owner and the Owner's officers, agents and employees, from and against all losses and claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them by reason of any act, omission, or default of the Contractor, its agents, or employees or subcontractors in the performance of this Contract. When the Owner submits notice, Contractor shall promptly defend any aforementioned action at no cost to the Owner. This obligation shall survive the suspension or termination of this Contract. The limits of insurance coverage required herein shall not serve to limit this indemnity obligation. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.
9. The Contractor shall employ only persons skilled in the Scope of Work for which it is to perform, and employ an experienced superintendent to supervise the Work who shall be responsible for the acts or omissions of the Contractor's agents and employees as well as those of subcontractors and their agents and employees working on behalf of the Contractor. The Owner may, in writing, require the Contractor to remove from the project any employee the Owner deems incompetent, careless or otherwise objectionable at no additional expense to the Owner. The Contractor shall not subcontract out more than 25% of the total cost of this project.
10. The Contractor must exercise due diligence in protecting the Project and adjacent property. If, in the opinion of the Owner, the Scope of Work is being carried out in a damaging or irresponsible manner, it may terminate this Contract effective immediately upon verbal or written notice to the Contractor at no cost to the Owner.
11. The Owner reserves the right to terminate this Contract when it is in the best interest of the Owner, including but not limited to the non-appropriation of funds. If this Contract is so terminated, the Owner shall provide the Contractor with thirty (30) days written notice of such termination. Contractor shall be paid for Work performed through the date of termination for convenience. No costs shall be allowed to the Contractor for a termination for convenience or when it is in the best interest of the Owner. No damages shall be allowed to the Contractor for a termination for convenience or when it is in the best interest of the Owner.

If the Contractor fails to comply with the terms of this Contract, the Owner shall notify the Contractor in writing specifying the noncompliance. The Owner reserves the right to terminate this Contract by written notice to the Contractor if the noncompliance is not corrected within fifteen (15) days after receipt of written notice. Contractor shall not be entitled to any costs or damages resulting from a termination for default.

12. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance by the defaulting party with every provision of this Contract.

13. All notices pursuant to this Contract to either of the parties hereto shall be deemed properly given when deposited in the United States mail, either by registered or certified mail (postage prepaid) to the addresses stated above for the parties.
14. Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to the Date of Commencement. Certificates of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled unless at least thirty (30) days prior written notice has been given to the Owner. Cancellation of Contractor's insurance shall be grounds for termination of this Contract. All insurance policies required of the Contractor shall provide that the Owner be named as an additional insured. The Contractor shall procure and maintain at its own expense for the duration of the Contract the following:
- a. Contractor's General Public Liability and Property Damage Insurance including vehicle coverage, protecting the Contractor from claims of personal injury, including death, and claims for destruction of or damage to property arising out of or in connection with any operations under this Contract, whether such operations be by the Contractor or a subcontractor employed by the Contractor. Insurance shall be written with a limit of liability of not less than 1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury.
  - b. Workers Compensation Insurance, including occupational disease coverage, for all of the Contractor's employees. In case any Work is subcontracted, the Contractor shall require such subcontractors identically to provide Workers Compensation Insurance, including occupational disease coverage, for all of its employees, unless such employees are covered by the protections afforded by the Contractor. In case any class of employees engaged in hazardous work under this Contract that are not protected under the Workers Compensation Law, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance equal to the Contractor's insurance requirements as set forth herein for the protection of its employees not otherwise protected.


IN WITNESS WHEREOF, the parties hereto, by their authorized representatives, have signed, sealed and delivered this Contract at Charleston, South Carolina.

OWNER: City of Charleston

BY: \_\_\_\_\_

\_\_\_\_\_  
Title

CONTRACTOR: CAROLINA CHILLERS INC

BY:   
(Signature of Contractor Representative)

TIM BEECHER  
(Print or Type Name of Contractor Representative)

ITS: ACCOUNT MANAGER

# COMMITTEE / COUNCIL AGENDA



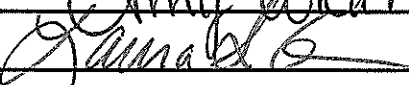
9.)

TO: **John Tecklenburg, Mayor**  
FROM: **Laura Cabiness** DEPT. **Public Service**  
SUBJECT: **US17 SPRING/FISHBURNE US17 DRAINAGE IMPROVEMENT PROJECT BASELINE MONITORING AND SURVEYING - AMENDMENT #2**

REQUEST: Approve Amendment # 2 for continued ground settlement monitoring at increased intervals due to unforeseen subsurface conditions encountered during shaft excavation and submittal of a final report. Contract total with Amendment # 2 is \$68,553.71.

COMMITTEE OF COUNCIL: Ways & Means DATE: 25 April 2017

**COORDINATION:** This request has been coordinated with: *(attach all recommendations/reviews)*

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Dir. Dept. of Public Serv.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**FUNDING:** Was funding previously approved? Yes ☐ No ☒ N/A ☐

If yes, provide the following: Dept./Div.: 050335 Account #: 52238

Balance in Account \$34,030.00 Amount needed for this item \$34,030.00

**Does this document need to be recorded at the RMC Office?** Yes ☐ No ☒

**NEED:** Identify any critical time constraint(s).

CFO's Signature: 

**FISCAL IMPACT:**

Mayor's Signature: 

John Tecklenburg, Mayor

**ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.**



April 11, 2017

Mr. Steve Kirk, P.E.  
Senior Engineering Project Manager  
City of Charleston  
2 George Street, Suite 2100  
Charleston, S.C. 29401

Re: Fee Proposal for Periodic Ground Settlement Monitoring Surveys on the City of Charleston Spring/Fishburne (U.S. 17) Drainage Improvements (Division I) Project, Amendment No. 2

Dear Mr. Kirk:

Please find below the Cornerstone Surveying & Engineering, Inc. (CSE) fee proposal and Scope of Services for two new survey tasks requested by Black & Veatch for the City of Charleston 'Spring/Fishburne (U.S. 17) Drainage Improvements (Division I) Project':

**Task I. 15 Periodic 'Ground Settlement Monitoring' (GSM) Surveys and Reports: A Unit Cost of \$2,195.00 per GSM Survey and Report** (Estimated total fee for Task I of Amendment No. 2: \$32,925.00)

CSE will perform a total of 15 bi-weekly vertical (elevation) 'ground settlement monitoring' surveys on the remaining, readily observable, and undisturbed monitoring points (existing railroad spikes with square aluminum flashing bases and/or 'MagNails') in the U.S. 17/Lockwood Boulevard/Lockwood Drive project area located in Charleston, South Carolina, unless directed otherwise in writing by the City of Charleston or by a Black & Veatch representative on behalf of the City of Charleston. An '**Elevation Survey Report**' comparing the most recent GSM survey data to the project baseline elevation data will be prepared upon the completion of each vertical survey. The GSM survey report will subsequently be submitted in electronic file format (.pdf and/or .xlsx) to the City of Charleston via the Black & Veatch project manager. The project survey data will be measured and reported to the nearest 0.01' in the NAVD 88 (sFt.) vertical datum. No horizontal data for any project monitoring point or project TBM will be reported.

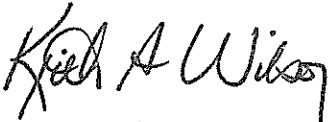
**Task II. A Final Report Summarizing the 'Ground Settlement Monitoring' Surveys and Results for the Spring/Fishburne Project; Lump Sum Fee: \$1,105.00**

CSE will prepare and submit a final report, signed and sealed by a South Carolina Professional Land Surveyor, summarizing the GSM survey work and results for the Spring/Fishburne project.

This proposal is valid for 30 days from the date of this letter. It is anticipated that the City of Charleston will facilitate the necessary permissions for Cornerstone Surveying & Engineering, Inc. vehicles and surveying personnel to access the project site and adjoining areas in order for CSE to perform the required surveys. Notice will be given as quickly as possible by CSE to the City of Charleston and to Black & Veatch if any conditions or circumstances outside of our control (i.e. site construction, site conditions, weather, site access restrictions, other scheduled activities, etc.) occur that either delay, restrict, or prevent the prescribed surveying services for the Amendment No. 2 'Ground Settlement Monitoring' tasks. If you have any questions about this fee proposal, alternate instructions, or other comments pertaining to this project and monitoring survey, please contact me. We appreciate the opportunity to make this submittal to you and the City of Charleston through Black & Veatch.

Sincerely,

CORNERSTONE SURVEYING & ENGINEERING, INC.

A handwritten signature in black ink, appearing to read "Keith A. Wilson". The signature is fluid and cursive, with the first name "Keith" being more prominent.

Keith A. Wilson, PLS, VP

**City of Charleston**  
**Contract Amendment #2 for Professional Services**

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Project: Baseline Elevation Survey and Settlement Monitoring for US17 Spring/Fishburne Drainage Improvement Project

Owner: City of Charleston  
Department of Public Service  
2 George St.  
Charleston, SC 29401

A/E: Cornerstone Engineering & Surveying, Inc.  
1240 Bacons Bridge Road  
Summerville, SC 29486-4114

Contract Date: 19 March 2009

Amendment Date: 12 April 2017

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To the A/E: You are hereby authorized, subject to contract provisions, to make the following changes:

1. Description of the Contract Amendment: Task I: Continued more-frequent ground settlement monitoring due to unforeseen subsurface conditions (estimated 15 separate surveys at a unit cost of \$2,195.00 per GSM survey) and Task II: submittal of a final report (lump sum fee of \$1,105).

2. Adjustments to the Contract Sum:

Original Contract Sum .....	\$ 29,250.00
Change by Previously Approved Contract Amendments.....	\$ 5,273.71
Contract Sum prior to this Contract Amendment.....	\$ 34,523.71
Amount of this contract Amendment, complete.....	\$ 34,030.00
New Contract Sum, including this Contract Amendment .....	\$ 68,553.71

3. Adjustments in Contract Time:

Original Date for Contract Completion.....	n/a
Change in Days by Previously Approved Contract Amendments .....	n/a
Change in Days for this Contract Amendment .....	n/a
New Date for Contract Completion.....	n/a

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ARCHITECT/ ENGINEER:

  
Keith Wilson

4/11/17  
(Date)

OWNER:

\_\_\_\_\_  
John J Tecklenburg, Mayor

\_\_\_\_\_  
(Date)